

**Schedule for Training of Trainers Workshop
for Induction Training Programme**

DAY-1

TIME	ACTIVITY	METHOD	BY
0900 - 0930	REGISTRATION		
0930 - 1030	INAUGURAL SESSION and Motivational Speaker	Talk / Presentation	P.Janardhan Reddy Master Trainer DopT,Gol.
1030 - 1100	TEA BREAK		
1100 -1230	OVERVIEW OF INDUCTION TRAINING PROGRAMME	Presentation & Discussion	Trainers
1230– 1300	Group Formation - Assigning Team Leader/Coordinator - Assigning Modules to Groups		
1300 – 1400	LUNCH		
1400 - 1600	GROUP WORK -Templates for presentation - Review of content and planning for Presentation in plenary		
1600-1630	TEA BREAK		
1630-1700	Consolidation of group work		
1700-1730	Workshop Checkout		

DAY-2

TIME	ACTIVITY	METHOD	BY
0900 - 0915	Workshop Check-in		
0915-1015	Citizen Centric Administration		
1015-1100	GROUP PRESENTATIONS (45 minutes per group) Group 1 :		
1100-1130	TEA BREAK		
1130 - 1300	GROUP PRESENTATIONS Group 2 : Group 3 :		
1300- 1400	LUNCH		
1400- 1600	GROUP PRESENTATIONS Group 4 : Group 5 : Group 6 :		
1600-1630	TEA BREAK		
1630-1700	Feedback - Workshop - Self /peer Learning cycle		
1700-1730	Valedictory Distribution of Certificates		